

**FEDERAL ADULT EDUCATION PROGRAM  
EQUIPMENT INVENTORY**

Agency: \_\_\_\_\_ Program/Project Number: \_\_\_\_\_

DATE PURCHASED	ITEM	MANUFACTURER, MAKE, SERIAL NUMBER	PURCHASED FROM	LOCATION	COST	LABEL NUMBER

Inventory all items of equipment initially costing \$300.00 or more, which are purchased with federal or local matching funds for adult education programs. Each item must be labeled for identification purposes. Submit one copy by **August 30**, for any year (July 1-June 30) in which equipment was purchased or relocated or to report changes in operational condition.